

महाराणा प्रताप पी.जी. कालेज, जंगल धूसड़, गोरखपुर

B.A. - I Sem.(Computer Basics and M.S. Office.)					विषय : कंप्यूटर एप्लीकेशन
दिनांक	दिवस	व्याख्यान	प्राध्यापक का नाम	प्रश्नपत्र	शीर्षक
03-08-2022	Wednesday	1	Suraj Mishra	COA-102	Introduction Of Computer Parts
04-08-2022	Thursday	2	Suraj Mishra	COA-102	Introduction and work on M.S. Paint
10-08-2022	Wednesday	3	Suraj Mishra	COA-102	Introduction about different tool of M.S. Paint
11-08-2022	Thursday	4	Suraj Mishra	COA-102	Introduction and work on Windows OS
17-08-2022	Wednesday	5	Suraj Mishra	COA-102	Introduction about Start Menu and different options of Computer
24-08-2022	Wednesday	6	Suraj Mishra	COA-102	Introduction and work on Notepad
25-08-2022	Thursday	7	Suraj Mishra	COA-102	Introduction about different tool of Notepad
01-09-2022	Thursday	8	Suraj Mishra	COA-102	Introduction and work on Word Pad
07-09-2022	Wednesday	9	Suraj Mishra	COA-102	Introduction about different tool of word Pad
15-09-2022	Thursday	10	Suraj Mishra	COA-102	Introduction and work on M.S. Word
21-09-2022	Wednesday	11	Suraj Mishra	COA-102	Introduction about different options of Home Tab in M.S. Word
22-09-2022	Thursday	12	Suraj Mishra	COA-102	Introduction about different options of Insert , Page Layout Tab in M.S. Word
28-09-2022	Wednesday	13	Suraj Mishra	COA-102	Introduction about different options of Mailing Tab and Mail Merge in M.S. Word
29-09-2022	Thursday	14	Suraj Mishra	COA-102	Creating Biodata in M.S. Word
12-10-2022	Wednesday	15	Suraj Mishra	COA-102	Form Validation in M.S. Word
13-10-2022	Thursday	16	Suraj Mishra	COA-102	Introduction and work on M.S. Excel
19-10-2022	Wednesday	17	Suraj Mishra	COA-102	Introduction about different Tab and Cell Address in M.S. Excel
20-10-2022	Thursday	18	Suraj Mishra	COA-102	Mathematical and Statistical Functions in Excel
02-11-2022	Wednesday	19	Suraj Mishra	COA-102	Date time, Character and Logical Function in Excel
03-11-2022	Thursday	20	Suraj Mishra	COA-102	Introduction and work on M.S. Powerpoint
09-11-2022	Wednesday	21	Suraj Mishra	COA-102	Animation, Slide design creation and Slide Show in M.S. Powerpoint
10-11-2022	Thursday	22	Suraj Mishra	COA-102	Rehearsal Timing Web Intro and E-Mail ID creation